"dialog...

TRANSACT
Book-keeping Service

DIALOG SOFTWARE

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T R A N S A C T

Book-Keeping System

TRANSACT OBJECTIVES

There are many people in business who have had the unenviable task of having to set up some sort of book-keeping system for their new company.

´What Books should I buy?´
´How many analysis columns will I need?´
´How do we calculate the VAT?´
´What reports will I need to produce?´

Such questions are usually answered by consultation with accountants or by employing the services of a book-keeper. However, those most in need of information from their business ventures are often those least in touch with the means by which it is produced. If your ´books´ are maintained by someone not qualified to undertake a task of such importance, then a computer program may not necessarily make their task any easier.

TRANSACT has been designed to provide a dedicated alternative to a manually operated system. The main features of the program are:

A standard method of recording information from any source document.
A large ´user-defined´ storage base for detailed analysis.
Separate analysis for Output and Input VAT.
Optional automatic calculation of VAT and Net values.
Automatic assignment of ´debits´ and ´credits´.
Compatibility with other manually operated systems.
Comprehensive reporting of all financial information recorded.

For the initiated, TRANSACT controls all the books of Prime Entry and maintains a self-balancing Nominal Ledger, using normal Double Entry method. A Journal facility is provided for any accounts adjustments with narrative.
Sales and Purchase Ledgers are <u>not</u> supported within this program, although a separate Control program will, when available, read TRANSACT files and report on both individual Debtor and Creditor Accounts.

It must be stated that TRANSACT does not set out to teach book-keeping to the layman. It will, it is hoped, speed up the process of recording and reporting a company´s financial affairs in a manner consistent with normal accounting practice. Input of information is straight forward and the operation is protected, where ever possible, against likely ´user´ errors.

TRANSACT should suit most small business applications. It is recommended that after adopting the new system, your existing books be run in parallel for some time after, until confidence in program operation is established.

Please read the instructions that follow. If in doubt as to the consequence of certain procedures, telephone our Software Support for advise.

TRANSACT OVERVIEW

Transaction Processing

Manual book-keeping systems use ´day books´ for analysis. These display transactions relating to Sales, Purchases, Banking & Petty Cash. Known as ´Books of Prime Entry´, they record Total, VAT and Net values and are normally balanced at the end of each month. Bank transactions are kept in a Cash Book, which is usually divided into two sections to separate lodgements from payments. Some systems which only record transactions at the point of payment (through the Cash Book) will have a VAT Book to maintain tax point details.

TRANSACT combines all these operations under the heading of Transaction Processing. The type of transaction being processed will need to be identified before proceeding with the analysis. The system allows for ´mixed´ transactions to be processed within the same ´file´. A File represents a number of transactions recorded at the same time. A Report Date is requested at the start of the program and this date will appear on all printed reports.

TRANSACT´s reporting criteria differs from that of a manual system by being ´report date´ based, rather than ´transaction specific´ using the manual Day Books. Each transaction processed is identified by a number. This Number in conjunction with the Report Date may be used as a filing reference for each source document.

Size of available memory will determine how many transactions may be processed in one File. Each completed File will require an identifying name for printing and ´saving´ to Disk or Tape.

You may extend the analysis of a transaction to any number of Account Headings, as with a manual system. ´Sub-analysis´ is also permitted, which means that analysis is made to one Account Heading only, but is detailed in several parts. A typical example of this is the recording of Bank deposits. The total ´paying-in´ may be made up of several cheques from different Clients, all of whom have accounts with your company. The analysis heading is ´Debtor Control´ in each case, with the payee´s name recorded seperately under ´Details´.
Whatever type of transaction is being processed, you will not be allowed to leave the operation until the sum of the analysed parts (including VAT) equals the Total amount recorded. This ensures that all transactions balance and ´Double Entry´ principals are maintained (for those who care about such things).

A Summary of the Transaction File analysis is available by Account. Each Account may be itemised to display individual allocations. Specific handling of transactions is described under System Operations.

Accounts Headings

All transactions must be analysed under Account Headings. These headings are set up by you at the beginning of the program. The resulting Accounts ´structure´ forms the basis of the system and is referenced by the Transaction File during processing.

There are 100 Accounts ´slots´ divided into ten sections. The first section is reserved by the program for its ten ´control´ accounts, which are explained in full later. The remainder are defined by you as ´headings´ which will represent Sales, Purchase and Overhead accounts plus any others that are needed.

It is useful to designate one section for each account type. For example, Section 2. might only contain Sales accounts, Section 3. Purchases etc. Each Heading is numbered sequentially for easy reference and Sections may be viewed or printed. If a Section is not filled, the remaining ´slots´ will be reserved for future additions. New Sections may also be opened at any time.

The Accounts File maintains running balances for every Account Heading. These balances are ´updated´ every time a new Transaction File has been created. The details are kept within the Transaction File and so the Accounts File retains only ´nominal´ information according to accumulations on any one account. The Accounts File does not have the unique status of a Transaction File. After ´updating´ you will be forced to ´save´ the Accounts File to Disk or Tape. If you wish to keep separate Accounts Files for each ´updated´ period, an option to change the File Name is offered. This facilitates reporting on the changing state of each account. If your Accounts File Balances are printed after each ´update´ then renaming is not essential and the program will overwrite the previous Accounts File on disk. Transaction Files, being unique, are protected from this action.

The ´updating´ procedure is known as ´posting´ in manual book-keeping. Totals are taken from each of the Day Books´ analysis columns and ´posted´ to the appropriate ´Nominal Ledger´ Account (our Accounts File). This is usually performed on a monthly basis. The Nominal Ledger must then be balanced to detect any ´posting´ errors. TRANSACT has provided against such errors by validating all numeric inputs and by doing all the arithmetic for you.

You may print out either Headings, Balances or a ´Trial Balance´. The latter excludes Section totals and any Accounts with ´nil´ balances.

Journal Facility

A Journal is another transaction type without pre-defined parameters (eg Sales). Its main function is to make adjustments between different Accounts. Useful for attending items that have been mis-analysed or ´mis-posted´. Accountants use ´journals´ to make period-end adjustments, such as charging depreciation on Assets, providing for Accruals & Prepayments, or establishing opening balances for a new period. Those without experience in assignments of ´debits´ and ´credits´ should avoid using Journals without advise. A guide to using this facility follows under System Operations.

Transaction Reviews

Transaction Files may be ´re-loaded´ from Disk or Tape for review or re-printing. Protection is provided against accidental ´re-updating´ to the Accounts File. Files may not be ´loaded´ during processing of a new Transaction File.

Period-End Adjustments

The Accounts File Handler permits certain ´period-end´ adjustments to be made.

[1] VAT Output & Input records may be transfered to a VAT Clearance Account for payment (or rebate). This allows current VAT information to be reported in isolation from previous periods. The information should be recorded on the VAT Return supplied by Customs & Excise before making period updates. The paying of VAT through this ´clearance´ method has a special procedure described in System Operations.

[2] ´Profit & Loss´ is the result of a company´s trading activity within a certain period. Accounts which affect Profit or Loss may be transfered to this Account at the appropriate period-end. An ´instant´ Balance Sheet may then be printed to show the company´s present profitability and how this figure is represented in its Assets and Liabilities. This is specifically a reporting feature, so before execution, ensure that the Accounts File is ´saved´ to Disk or Tape, thus retaining the original Account balances.

[3] To prevent the necessity of re-entering the Accounts Headings for a new accounting period, the Account Balances may be re-set to zero. Opening balances may then be entered using the Journal Facility.

Summary of Printed Reports

ACCOUNTS FILE:

Headings	- displayed section by section
Balances	- headings & balances with section totals
Trial Balance	- headings & balances without totals or zero accounts
Balance Sheet	- updated Profit & Loss + carried forward accounts

TRANSACTION FILE:

Full Report	- transaction number/date/transactor/folio
	- analysis under total/vat/net columns
	- transaction type (coded) + account number
Posting Details	- transaction number
	- net values/narrative/account name
Control Report	- transaction number/date/transactor/folio
	- transaction totals only
	- transaction type
Analysis [1]	- itemised net values with account totals
Analysis [2]	- summary of account totals

NB The Control Report is created for executing Bank Reconciliations and as a Schedule for Sales and Purchase Ledger postings to a manual system.

Procedure Summary

[1] Enter Report Date
[2] Enter new Accounts Headings for Accounts File structure
Or ´load´ current Accounts File from Disk or Tape
[3] Identify transactions to be processed
[4] Analyse net values to allocated accounts
[5] Provide details for each point of analysis
[6] Print Transaction Reports
[7] Update Accounts File with new Transaction File
[8] Print new Accounts File Balances
[9] Start new Transaction File or END...

SYSTEM OPERATION

Load TRANSACT program from Disk or Tape provided.

SECURITY
After ´loading´ the program, remove the Disk or Tape and replace with a Data disk or tape. You will need to ´format´ any new Data disks that are to be used by the program for storing information. Those unfamiliar with such procedures should consult their disk manuals, dealers or our Software Support. With tape, ensure that the leader tape is wound on so that the magnetic tape is exposed to the tape head. During program execution, it is advisable to re-save Account and Transaction data files onto a back-up Disk or Tape for security. Although Micro hardware is generally reliable, medium corruption can occur without warning or recovery.

INPUTS
Information to be entered by you, will be prompted by an area contained within square brackets. The length of this ´space´ dictates the maximum length of input allowed. Use the DELETE key to erase each last character input. To abort a complete entry, hold the SHIFT key down and press RETURN. On most input prompts, the pressing of RETURN where no data has been entered will cause the program to back-step to a previous prompt or ´return´ one of the option Menus.

PROGRAM START-UP
Run TRANSACT and the Report Date will be requested. This prompt will only permit a numeric input and you should use the form [dd.mm.yy] or [dd/mm/yy] suggested. This date will appear on all printed reports.

CREATE NEW FILE; LOAD DISK OR TAPE FILE
As you will need to set up a NEW Accounts File Structure, press N.

ENTER FILE NAME
Enter the name for the Accounts File Structure and press RETURN. This name may be changed before ´saving´ to Disk or Tape.

The first ten pre-set Accounts will now be displayed. These are known as Control Accounts because they maintain balances which monitor both ´incomings´ and ´outgoings´ of one sort or another. They are:

BANK CONTROL	- Receipts (paying-ins) and Payments (cheques drawn)
CASH CONTROL	- Receipts (from Bank) and Payments (petty cash)
DEBTOR CONTROL	- Client Invoices issued LESS Payments received
CREDITOR CONTROL	- Supplier Invoices received LESS Payments made
OUTPUT VAT	- Declarations in respect to Sales & direct Income
INPUT VAT	- Claims in respect to Purchases and Expenditure
VAT CLEARANCE	- Period balance of Outputs and Inputs

RESERVE DEBTORS & CREDITORS
These Accounts record Totals for adjustments made at an accounting period-end in respect to Accruals and Prepayments. They are accessed via the Journal Facility. Those unaffected by such procedures can ignore these Accounts.

PROFIT & LOSS
Strictly reserved for reporting the result of Income against Expenditure. This is not an automatic function and its ´updating´ is described under Accounts File Handling.

SET UP HEADINGS

On pressing RETURN you may now set up your own Accounts Headings. There are a total of 90 Accounts available, grouped in tens. This permits ´batching´ of different Account types (eg Sales etc.).
Enter your first Account Heading and press RETURN. If you wish to back-step on an entry then press RETURN on the next input prompt. This will erase the previous entry. If you have entered less than ten Headings, but wish to finish, enter [↑] on the next input prompt and press RETURN.

ACCEPT HEADINGS ? [Y/N]
If N is pressed, all entries for that section will be wiped.

ANY MORE HEADINGS ? [Y/N]
IF [Y] is pressed, the next section will be opened for entry. Any unallocated Accounts from the previous section will be ´arrow´ marked and reserved for future entries using the AMEND facility discussed in Accounts File Handler.
When No more Headings are to be recorded, the main program options will be displayed as the T R A N S A C T Menu.

TRANSACT MAIN MENU

Options are as follows:

PROCESS TRANSACTIONS
TRANSACTION FILE HANDLER or LOAD TRANSACTION FILE
ACCOUNTS FILE HANDLER
DISK DIRECTORY OF FILES
RESTART or END PROGRAM

As you have just set up your Accounts Headings, it is worth examining the facilities offered under ACCOUNTS FILE HANDLER. Press [A] to display options:

```
HEADINGS    : ENTER OR AMEND
DETAILS     : VIEW OR PRINT
PERIOD END  : UPDATE PROFIT & LOSS
            : CLEAR OUTPUT/INPUT VAT
            : RESET BALANCES TO ZERO
SAVE TO     : DISK OR TAPE
```

RETURN TRANSACT OPTIONS

Entering a new Heading will open up the next available Accounts Section and you may enter your new Heading(s) as described at START-UP. If all sections are in use then AMEND ONLY will be offered.

Amending existing headings will first call Section 2. and display its ten Accounts. Unused Accounts will be ´arrow´ marked. Enter the Account Number and then the new Heading to be inserted. Enter [C] if you wish to continue to the next Section or RETURN to recall Menu. NB Section 1. Headings may NOT be amended.

ACCOUNTS FILE HANDLER (CONT)

Viewing is selectable from any Section number. Printing starts from Section 1. Headings or Balances may be output for either option. Balances will be displayed in single column form. Positive numbers represent ´debits´ and negative numbers represent ´credits´. Section totals will be reported. A Trial Balance may be output to the printer. This report specfically excludes Account Balances which are ´nil´ and all Section totals. Display is under separate Debit and Credit columns. You may Stop, Restart or End printing at any time. This facilitates re-alignment or change of paper when necessary.

Updating the Profit & Loss Account has been described in System Overview. Each Account Heading from Section 2. will be displayed in logical order. You will be asked whether you wish to transfer this balance to Profit & Loss. Accounts which do not represent strict Income or Expenditure should NOT be transfered. On completion an ´instant´ Balance Sheet may be printed. This report does not take a traditional Balance Sheet format and is for reference only. Balances are reported under separate Debit and Credit columns.

Clear Output and Input VAT will only be offered when balances exist on these Accounts. The ´net´ balance is transfered to the VAT CLEARANCE Account ready for payment or receipting. Current period Output & Input VAT can now be accumulated in isolation.

Resetting Balances to Zero will only normally be used at the start of a new accounting period. This saves the chore of having to re-input your Accounts Headings. An Are you sure ? option is offered in case [R] is pressed accidentally.

Disk or Tape ´saving´ of the Accounts File should be performed every time a Transaction File has been ´updated´. This will discussed later under Transaction File Handling. If a historical record of balances needs to be kept, you must ´Rename´ the Accounts File. This option will be offered prior to ´saving´. The new Name will need to be different from ones previously allocated, as the program overwrites any Accounts File with the same name on Disk.

Press RETURN to re-access the TRANSACT Menu.

SYSTEM OPERATION

PROCESS TRANSACTIONS

When P is selected from the TRANSACT Menu, you will be about to create your first Transaction File. The following transaction types may be selected:

BANK	PAYMENTS & RECEIPTS
CASH	PAYMENTS & RECEIPTS
SALES	INVOICES & CREDIT NOTES
PURCHASES	INVOICES & CREDIT NOTES
JOURNALS	
VAT AUTOCALC SET-UP	

The VAT option should be considered first. You may wish to set up a Rate of VAT (eg 15%) most often used by your company. VAT may then be automatically down calculated from Total values entered during Processing. Once set up, the program will retain this rate for the particular Accounts Structure in use and need not be set up again, until required. The Rate is pre-set to Zero for those not registered.

For each Transaction Type selected [B/C/S/P/J] the procedure is basically the same. Journals differ slightly and are covered later. Examples of how different Transactions are processed may be seen in the Appendix. The Principals for entering Transaction Data may seem confusing at first to those unfamiliar with the task. Run some ´dummy´ examples for practice and refer to the notes that follow:

[1] On selection you will be asked to choose the Transaction ´Mode´. In the case of BANK the Mode is either Payment or Receipt. Other Modes are displayed in the Menu, as above. Enter RETURN if you wish to ´escape´ back to the Menu.

[2] A Reference section is then opened for input of Transaction Date, Transactor Name and Folio (eg cheque number, invoice number etc.).

[3] Financial Data may now be entered. Firstly, you will be required to enter the TOTAL value of the document in hand. This will be prompted by the Control Account Name for the Type of Transaction being processed.

[4] Now the VAT must be entered. Enter the amount of the VAT or if the VAT Autocalc is in operation, you may enter [@] and RETURN to calculate and display the amount at the pre-set rate. If no VAT is applicable then enter [Ø].

[5] Finally, we come to the analysis (ie what the transaction is all about).

An Account Name prompt will be displayed. The system selects the first available account that is permitted by the Transaction Type and Mode. If the Account Name on display is not the desired Heading, then you may call the correct Account by one of three options:

PROCESS TRANSACTIONS (CONT)

[a] Press RETURN while the cursor flashes over > and the next available account will display. Continue pressing RETURN and all Headings will appear in logical order until the correct account is displayed.

[b] Account Headings may be called from any Section Number. Enter > plus the desired Section Number and the first Account Heading on Section will display. You may move forward through the Section by pressing RETURN.

[c] As each Account Heading has an Account Number, you may enter [=] plus the correct number and so display the corresponding Heading.

These three methods should aid speed of entry to Account Headings. We can now deal with the numeric part of the analysis:
After establishing the correct Heading, we can either enter the Net Amount or the [@] symbol, which will automatically down-calculate the Net Value. This method pre-supposes only a single point of analysis. In the case of multiple analysis, you will need to enter individual figures to each required Account Heading.
At each stage, you will be asked to accept the analysis. If you wish to re-input enter No. Otherwise you will be asked to enter Details to support the analysis. If no details are required then press RETURN.

TRANSACT keeps a track of the accumulations on each Transaction and will continue to prompt another Account Heading until the Transaction balances (ie the sum of all the analysed parts - including VAT - equals the Total).
Once completed, an OK message indicates that the Transaction has been accepted by the system. If the Transaction has not been analysed correctly and a balance remains, enter [@] against any Account to reveal the difference.

PROCESSING - SPECIAL FEATURES

[1] Reference Data (Date/Transactor/Folio) may be duplicated from a previous entry by pressing RETURN on the prompted input. This does not apply to the first Transaction on a new File.
[2] You may enter negative values for any Transaction type (in the form -nnn.nn). The entered figure will be displayed in parentheses (nnn.nn) to indicate a reversed entry. A typical example would be the separate analysis of discounts given on Sales.
[3] You may ´back-step´ on inputs by entering [↑] and RETURN. However, once you have accepted the first point of analysis, this feature is disabled.
[4] When paying VAT through the Bank against a balance held in the VAT Clearance Account, the Total amount of the payment should be entered against BANK CONTROL. When the VAT is prompted, [p] and RETURN should be keyed in. This will automatically analyse the whole amount to the VAT Clearance Account. The same method applies to Rebates received. There is no other way of accessing the VAT Clearance and this prevents accidental analysis to the Account. Output and Input VAT Accounts must <u>not</u> receive analysis of such payments or receipts.

SYSTEM OPERATION

PROCESSING - POINTS TO WATCH

[1] Never enter a SPACE where a numeric input is expected. On certain computers, this action will cause the program to crash. You may be able to recover the program by entering CONT and RETURN. In all other cases input is fully protected.
[2] Transactions cannot be amended. To rectify an erroneous Transaction, you must either re-enter the Transaction in reverse Mode (ie create a Dummy Credit Note for an Invoice with identical inputs), or use the Journal to make rectifications on the Accounts affected.

PROCESSING - CONTROL ACCOUNTS

In order to maintain good system practice, it is important to observe certain principals relating to the Control Accounts.

Bank Control

[1] Payments made to Suppliers, whose invoices have been processed through Purchases, should be analysed direct to CREDITOR CONTROL (NB: VAT=0).
[2] Payments received from Clients, against invoices raised through Sales, should be analysed direct to DEBTOR CONTROL (NB: VAT=0).
All other payments or receipts should be analysed in the normal way to VAT, if applicable, and the corresponding income or expense accounts.
[3] Cash drawn from the Bank, representing Petty Cash, should be analysed direct to CASH CONTROL (NB: VAT=0). Petty Cash analysis should then be made through CASH CONTROL from resulting expenditure.
You do not need to use Sales and Purchase Controls if you are involved in a CASH orientated business, where analysis is controlled through the Bank Account. However, there is no facility to record information if the Cash receipts are absorbed into the business, except by way of the Journal facility.
If these three Bank activities are not observed, analysis may be duplicated on certain transactions. For further guidance, contact our Software Support.

SYSTEM OPERATION

JOURNALS

The Journal facility allows for direct entry into all available Accounts and should only be used by those experienced in ´Double-Entry´ principals.
Accounts Headings may be called as described above, and financial entries made on these Accounts. You must assign Debit [+] and Credit [-] values to each entry. If Transactions within a Journal balance, you will be given the option to ´continue or end´ the entries.
There is no restriction on the number of entries that can be made, given the limits of the Transaction File.
Details may be recorded on each entry made.
There is no autocalculation facility available for Journal entries.

Press RETURN to re-access the TRANSACT Menu.

After a Transaction File has been created (only one entry qualifies for this status), you may leave Processing at will and return to the TRANSACT Menu.
To access TRANSACTION FILE HANDLER press [t].

The following options will be offered:

ANALYSIS	: VIEW ENTRIES
	: SUMMARISE OR ITEMISE
PRINTOUT	: FULL TRANSACTION REPORT
	: CONTROL ACCOUNTS REPORT
	: POSTING DETAILS
UPDATE	: ACCOUNTS BALANCES
SAVE TO	: DISK OR TAPE

RETURN TRANSACT OPTIONS

Viewing Entries on a Transaction File displays information as input for any transaction. You will be asked for the Transaction Number to View. You may then scroll forward through the File. Details of each Analysis with corresponding Account Numbers, are included.

Summarised Analysis displays Total values for each Account Heading to which amounts have been allocated.
Itemised Analysis offers these Accounts for individual scrutiny. Transaction number, Amount and Details are displayed under each Account Heading selected, with respective Totals.
Both reports may be output to the printer, if so desired.

Full Transaction Report presents complete details of the Transaction file, as described in the Overview. On the far right of each transaction line is a ´posting´ code. The letters represent the type of transaction ie:
s = sales / p = purchases / b = bank / c = cash / j = journal
Adjacent to the letter codes are the allocated Account Numbers.
Where analysis of Net Amounts extends beyond one Account, these amounts and codings are printed on succeeding lines.

TRANSACTION FILE HANDLER (CONT)

Control Accounts Report presents only total values and 'types of Transactions within the File. This report has been condensed for manual Ledger posting and other reconciliations (eg Bank).

Posting Details provide a narrative to the analysed Net Values with fully described Account Headings.

Account Balances ´update´ allows Transaction Account allocations as reported in the Analysis Summary to be transfered to the ´master´ Headings in the Accounts File. You will be forced to ´save´ the File to Disk or Tape before ´updating´ can be executed.
WARNING After ´updating´, the Transaction File will be erased from memory. For convenience, printed reports should be output before ´updating´.

TRANSACT will ask you to Name the Transaction File before performing any of the Menu options. This name should be unique to the Transaction File. Overwriting of Files on Disk with the same Name is not permitted.

You may continue Processing on the same Transaction File provided the File has not been ´updated´.

Press RETURN to re-access the TRANSACT Menu.

TRANSACT UTILITIES

Provided that no Transaction File is currently being processed, you may Load a Transaction Report File previously created. On ´loading´, the Report Date and Number of Transactions on File will be displayed for reference. Reports may be re-printed and transactions reviewed. Updating to the Accounts File is not permitted and this option will be excluded from the Menu.

DISK DIRECTORY

Without disturbing the contents of memory, you may view the Disk´s Directory of Files. Only Accounts and Transaction Files will be displayed, the latter bearing an identifying suffix ´.t´. When entering a Transaction File Name to be ´loaded´ from Disk or Tape, this suffix should be excluded.

RESTART or END PROGRAM

Restarting will clear memory and return you to the Report Date prompt. Both options check to see whether the Transaction File currently in memory has been ´updated´ to the Accounts File and warns you accordingly.
You will asked to confirm either action before proceeding.

APPENDIX

Example of Transaction Processing

TRANSACTION TYPE = SALE
TRANSACTION MODE = INVOICE

LINE GRAPHICS 31/01/84

[SALES] TRANSACTION NUMBER [4]

INVOICE DATE : [31/01/84]
INVOICE TO : [RUSH RECORDS]
INVOICE FOLIO: [001256]

DEBTOR CONTROL	[654.00]
INPUT VAT	[85.30]
CREATIVE FEES	[100.00]
PRODUCTION FEES	[400.00]
TYPESETTING	[68.70]

[OK] ... ANOTHER INVOICE ? [Y/N]

LINE GRAPHICS 31/01/84

TRANSACTION REPORT			FOLIO	TOTAL	VAT	NET	
1	31/01/84	PETTY CASH	741852	-150.00	0.00	150.00	B2
2	31/01/84	MORE GRAPHICS	741853	-145.20	0.00	145.20	B4
3	31/01/84	THE GREASE PIT	741854	-125.65	16.39	80.00	B43
3				0.00	0.00	29.26	B43
4	31/01/84	RUSH RECORDS	001256	654.00	-85.30	-100.00	S11
4				0.00	0.00	-400.00	S12
4				0.00	0.00	-68.70	S13
5	31/01/84	SOFTWARE SYNDROME	001257	954.25	-124.47	-200.00	S11
5				0.00	0.00	-500.00	S12
5				0.00	0.00	-29.78	S13
5				0.00	0.00	-65.00	S15
5				0.00	0.00	-35.00	S17
6	31/01/84	EMI RECORDS	001258	450.00	-58.70	-100.00	S12
6				0.00	0.00	-51.30	S13
6				0.00	0.00	-200.00	S16
6				0.00	0.00	-40.00	S17
7	31/01/84	LONDON TRANSPORT	V001	-5.60	0.00	5.60	C45
8	31/01/84	MORE GRAPHICS	MG 4569	-145.20	18.94	126.26	P21

LINE GRAPHICS 31/01/84

TRN	AMOUNT	DETAILS		POSTINGS
1	150.00	TOP UP FOR THE TIN	:	CASH CONTROL A/C
2	145.20	O/S DECEMBER BALANCE	:	CREDITOR CONTROL A/C
3	80.00	BMW LABOUR CHARGE	:	CAR SERVICING A/C
3	29.26	BMW PARTS	:	CAR SERVICING A/C
4	-100.00	AD CAMPAIGN CONCEPT	:	CREATIVE FEES A/C
4	-400.00	4 PRESS ADS	:	PRODUCTION FEES A/C
4	-68.70	HEADLINE SETTING	:	TYPESETTING A/C
5	-200.00	CORPORATE CONCEPT	:	CREATIVE FEES A/C
5	-500.00	A/W STATIONERY/POS	:	PRODUCTION FEES A/C
5	-29.78	FUTURA BOLD	:	TYPESETTING A/C
5	-65.00	LETTERHEADS/COMS	:	PRINTING A/C
5	-35.00	POS MOCK-UPS ETC	:	SALE OF MATERIALS A/C
6	-100.00	HEADLINE FOR POSTER	:	PRODUCTION FEES A/C
6	-51.30	HEADLINE SETTING	:	TYPESETTING A/C
6	-200.00	SHOT FOR POSTER	:	PHOTOGRAPHY A/C
6	-40.00	A/W MATERIALS	:	SALE OF MATERIALS A/C
7	5.60	BUS PASS	:	SUNDRY TRAVEL A/C
8	126.26	BOARD/BACKING PAPER	:	GRAPHIC MATERIALS A/C

LINE GRAPHICS 31/01/84

CONTROL A/CS REPORT			FOLIO	TOTAL		TYPE
1	31/01/84	PETTY CASH	741852	-150.00	:	BANK
2	31/01/84	MORE GRAPHICS	741853	-145.20	:	BANK
3	31/01/84	THE GREASE PIT	741854	-125.65	:	BANK
4	31/01/84	RUSH RECORDS	001256	654.00	:	SALES
5	31/01/84	SOFTWARE SYNDROME	001257	954.25	:	SALES
6	31/01/84	EMI RECORDS	001258	450.00	:	SALES
7	31/01/84	LONDON TRANSPORT	V001	-5.60	:	CASH
8	31/01/84	MORE GRAPHICS	MG 4569	-145.20	:	PURCHASES

LINE GRAPHICS 31/01/84

ANALYSIS SUMMARY

BANK CONTROL	-420.85
CASH CONTROL	144.40
DEBTOR CONTROL	2058.25
OUTPUT VAT	-268.47
INPUT VAT	35.33
CREATIVE FEES	-300.00
PRODUCTION FEES	-1000.00
TYPESETTING	-149.78
PRINTING	-65.00
PHOTOGRAPHY	-200.00
SALE OF MATERIALS	-75.00
GRAPHIC MATERIALS	126.26
CAR SERVICING	109.26
SUNDRY TRAVEL	5.60

LINE GRAPHICS 31/01/84

PRODUCTION FEES A/C ANALYSIS

TRN	AMOUNT	DETAILS
4	-400.00	4 PRESS ADS
5	-500.00	A/W STATIONERY/POS
6	-100.00	HEADLINE FOR POSTER
	-1000.00	

LINE GRAPHICS 01/01/84

BALANCE SHEET	DR	CR
BANK CONTROL		2347.67
CASH CONTROL	55.00	
DEBTOR CONTROL	9774.00	
CREDITOR CONTROL	5423.30	
VAT CLEARANCE		635.45
PROFIT & LOSS		34769.18
CAPITAL EQUIPMENT	4000.00	
DEPREC. EQUIPMENT		2000.00
FITURES & FITTINGS	2500.00	
DEPREC. F&F		1250.00
MOTOR VEHICLES	3500.00	
DEPREC. MVS		1250.00
PARTNER 1. CAPITAL	1000.00	
PARTNER 2. CAPITAL	1000.00	
PARTNER 1. DRAWINGS	7500.00	
PARTNER 2. DRAWINGS	7500.00	

LINE GRAPHICS 01/01/84

ACCOUNT BALANCES

SECTION 1

1	BANK CONTROL	-2347.67
2	CASH CONTROL	55.00
3	DEBTOR CONTROL	9774.00
4	CREDITOR CONTROL	5423.30
5	OUTPUT VAT	0.00
6	INPUT VAT	0.00
7	VAT CLEARANCE	-635.45
8	RESERVE DEBTORS	0.00
9	RESERVE CREDITORS	0.00
10	PROFIT & LOSS	-18427.80
		-6158.62

LINE GRAPHICS 01/01/84

ACCOUNT BALANCES

SECTION 2

11	CREATIVE FEES	-9650.00
12	PRODUCTION FEES	-3454.30
13	TYPESETTING	-1210.00
14	ILLUSTRATION	-500.00
15	PRINTING	-4365.00
16	PHOTOGRAPHY	-1200.00
17	SALE OF MATERIALS	-2341.50
18	MISC. JOB COSTS	-895.40
19	_	0.00
20	_	0.00
		-23616.20

LINE GRAPHICS 01/01/84

TRIAL BALANCE	DR	CR
BANK CONTROL		2347.67
CASH CONTROL	55.00	
DEBTOR CONTROL	9774.00	
CREDITOR CONTROL	5423.30	
VAT CLEARANCE		635.45
PROFIT & LOSS		18427.80
CREATIVE FEES		9650.00
PRODUCTION FEES		3454.30
TYPESETTING		1210.00
ILLUSTRATION		500.00
PRINTING		4365.00
PHOTOGRAPHY		1200.00
SALE OF MATERIALS		2341.50
MISC. JOB COSTS		895.40
GRAPHIC MATERIALS	1954.32	
PHOTOGRAPHIC MATS	125.65	
RECHARGEABLES	785.50	
PMT MATERIALS	234.00	
RENT & RATES	850.40	
LIGHT & HEAT	432.50	
TELEPHONES	290.00	
INSURANCE	200.00	
STATIONERY	150.00	
CARRIAGE & DESPATCH	138.50	
PROVISIONS	200.50	
ACCOUNTING	350.00	
CAR INS & TAX	430.00	
CAR PETROL/PARKING	500.00	
CAR SERVICING	120.00	
ENTERTAINING	365.00	
EQUIPMENT HIRE	125.45	
EQUIPMENT SERVICE	23.00	
CAPITAL EQUIPMENT	4000.00	
DEPREC. EQUIPMENT		2000.00
FITURES & FITTINGS	2500.00	
DEPREC. F&F		1250.00
MOTOR VEHICLES	3500.00	
DEPREC. MVS		1250.00
PARTNER 1. CAPITAL	1000.00	
PARTNER 2. CAPITAL	1000.00	
PARTNER 1. DRAWINGS	7500.00	
PARTNER 2. DRAWINGS	7500.00	

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